

SAMPLE NOTIFICATION TO EMPLOYEES ENROLLED IN ONLINE TRAINING

Dear [Employee]:

You have been assigned and registered into the online course [Course Title] via San Mateo County's Learning Management System (LMS). To access this online training, please use the following account information:

[User name]

[Password]

Please keep this email, along with your login information, should you need to exit the course prior to completion.

Please make sure your computer meets the minimum system requirements in order to successfully launch your online training.

- Intel/AMD compatible multimedia computer
- Windows 2000/XP or higher
- 350 MHZ processor
- 128 MB of RAM
- Flash Player 8 plugin or newer
- Adobe Acrobat Reader 7.0 or newer
- Browser Settings: JavaScript enabled, cookies enabled, pop-up blockers disabled
- Browser zoom set to 100% and is a supported browser/version
- Java (You might need to uninstall previous versions and re-install latest version)
- Internet Explorer 6.0 or newer; OR Mozilla Firefox 2.0 or newer
- Broadband internet connection 256 kbps or higher
- Local bus or PCI video
- 16-bit sound card with external speakers or headphones
- SVGA monitor capable of rendering resolutions of 1024x768 pixels

Note:

Please see your internal IT support personnel if you have any questions regarding the minimum system requirements, or if, after following the instructions on the attached PDF, you are unable to launch the course.

To access the online training:

1. Click on https://sanmateocounty.csod.com/LMS/UserTranscript/MainView.aspx?tab_page_id=-8 (or if this link doesn't launch, copy and paste it into your internet browser).
2. On the County LMS landing page, there are two sites to choose from. In the drop-down menu, select the **My Career Development Site** (see Illustration A). This will take you to the login page.
3. On the login page, enter your user name and password as provided above (see Illustration B). This will take you to your **Transcript** page.
4. Locate your assigned training (see Illustration C) and click on the **Launch** button.
5. The online training course will appear on your screen (it may take a few moments to load) and then you may begin.
6. As you progress through the course, tabs will be highlighted indicating where you are in the course. You will know when you have completed the course when the conclusion tab is highlighted, indicating the course is completed (see Illustration D below).
7. Once completed, you may exit the course (by clicking on the "X" located on the top right corner of the screen).
8. Your feedback is very important in helping us learn more about your training needs and interests. Please take a few moments to complete the online evaluation. (Repeat steps 1 through 4 above if you have logged out to access the evaluation). To complete the Evaluation, click on the course's drop-down menu, and click **Evaluate** (see Illustration E). **Thank you for your interest and for completing the online evaluation!**



(Illustration A)



(Illustration B)

Bio

Feedback

Transcript

Actions

Jane Doe

0 HRS

AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 6/30/2015

COST \$0.00

Active

By Date Added to Transcript

Search for training

Search Results (13)

Launch: Accident Investigation (For Any Employee)
 Due: No Due Date Status: Registered

Launch

Select Session: Computer Training : Windows 7, Office 2010 ...
 Due: 10/31/2014 Status: Approved

Select Session

View: Civility, Humility and Frivolity: The Responsibility to G...
 Due: No Due Date Status: Withdrawn

View Training De...

Renew License: Excel 2010: Presenting Data Using Charts
 Due: No Due Date Status: In Progress

Renew License

Renew License: Word 2010: Level 1 (First Look)
 Due: No Due Date Status: Registered

Renew License

(Illustration C)

Launch - Windows Internet Explorer

https://sanmateocounty.csod.com/lms/scorm/client/LMS/ScormFrames.aspx?acc_sid=151450&sanmateocounty&acc_uri=https://sanmateocounty.csod.com/lms/scorm/acc.aspx&c=undefined

Back Safety: A User's Guide

Introduction

The Back in Action

The Whole Life/Health Cycle

Lift Safety

Simple Exercises

Conclusion

Course Completed

Congratulations!

You have completed this course. Your progress and test scores have been recorded.

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Transcript

License & Disclaimer

AUDIO: ON / OFF

Back

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(Illustration D)

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Jane Doe

0 HRS

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(Illustration E)